

Benefit Eligible State Agency Employees New Hire Enrollment Schedule

Please note: Eligibility schedule can differ for casual seasonal employees, temporary employees or substitute teachers who have unbroken service prior to becoming a benefit eligible employee - Please reach out to your HR/Benefits representative or the SBO customer service team to eligibility information.

| | Medical* | Medical* | Dental & Vision | Flexible Spending Account | Life Insurance | Pre-Tax Commuter | Accident & Critical Illness | Disability Insurance Program |
|--------------------------------------|--|---|---|----------------------------|---|----------------------------|------------------------------|--|
| Premium/Cost to participate | Employee Pay All - Pre-Tax | State Share (excludes part-time employees) of premium begins. Employee pays portion - Pre-Tax | Employee Pay All - Pre-Tax | Employee Pay All - Pre-Tax | Employee Pay All - After Tax | Employee Pay All - Pre-Tax | Employee Pay All - After Tax | State funded |
| Benefit Eligible Employee Start Date | Coverage Start Date | Coverage Start Date | Coverage Start Date | Coverage Start Date | Coverage Start Date (Date noted below for coverage not requiring proof of good health. Coverage requiring proof of good health will be effective upon approval by Securian Financial.) | Coverage Start Date | Coverage Start Date | Coverage Start Date |
| January 2nd through February 1st | Start Date, February 1 st March 1 st or April 1 st | May 1 st | February 1 st or May 1 st | May 1 st | May 1 st | 1st of any month. | May 1 st | Once employee has been actively at work for 1 full day |
| February 2nd through March 1st | Start Date March 1 st April 1 st or May 1 st | June 1 st | March 1 st or June 1 st | June 1 st | June 1 st | 1st of any month. | June 1 st | Once employee has been actively at work for 1 full day |
| March 2nd through April 1st | Start Date April 1 st May 1 st or June 1 st | July 1 st | April 1 st or July 1 st | July 1 st | July 1 st | 1st of any month. | July 1 st | Once employee has been actively at work for 1 full day |
| April 2nd through May 1st | Start Date May 1 st June 1 st or July 1 st | August 1 st | May 1 st or August 1 st | August 1 st | August 1 st | 1st of any month. | August 1 st | Once employee has been actively at work for 1 full day |
| May 2nd through June 1st | Start Date June 1 st July 1 st or August 1 st | September 1 st | June 1 st or September 1 st | September 1 st | September 1 st | 1st of any month. | September 1 st | Once employee has been actively at work for 1 full day |
| June 2nd through July 1st | Start Date July 1 st August 1 st or September 1 st | October 1 st | July 1 st or October 1 st | October 1 st | October 1 st | 1st of any month. | October 1 st | Once employee has been actively at work for 1 full day |
| July 2nd through August 1st | Start Date August 1 st September 1 st or October 1 st | November 1 st | August 1 st or November 1 st | November 1 st | November 1 st | 1st of any month. | November 1 st | Once employee has been actively at work for 1 full day |
| August 2nd through September 1st | Start Date September 1 st October 1 st or November 1 st | December 1 st | September 1 st or December 1 st | December 1 st | December 1 st | 1st of any month. | December 1 st | Once employee has been actively at work for 1 full day |
| September 2nd through October 1st | Start Date October 1 st November 1 st or December 1 st | January 1 st | October 1 st or January 1 st | January 1 st | January 1 st | 1st of any month. | January 1 st | Once employee has been actively at work for 1 full day |
| October 2nd through November 1st | Start Date November 1 st December 1 st or January 1 st | February 1 st | November 1 st or February 1 st | February 1 st | February 1 st | 1st of any month. | February 1 st | Once employee has been actively at work for 1 full day |
| November 2nd through December 1st | Start Date December 1 st January 1 st or February 1 st | March 1 st | December 1 st or March 1 st | March 1 st | March 1 st | 1st of any month. | March 1 st | Once employee has been actively at work for 1 full day |
| December 2nd through January 1st | Start Date January 1 st February 1 st or March 1 st | April 1 st | January 1 st or April 1 st | April 1 st | April 1 st | 1st of any month. | April 1 st | Once employee has been actively at work for 1 full day |

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| | Medical* | Medical* | Dental & Vision | Flexible Spending Account | Life Insurance | Pre-Tax Commuter | Accident & Critical Illness | Disability Insurance Program |
|-----------------------------|---|---|---|--|--|---|---|--|
| Enrollment Information | | | | | | | | |
| New Enrollment | Submit completed enrollment form and required documents to your HR within 30 days of the 1st of the month of the coverage start date. | Submit completed enrollment form and required documents to your HR within 30 days of the 1st of the month of the coverage start date. | Submit completed enrollment form and required documents to your HR within 30 days of the 1st of the month of the coverage start date. | Submit completed enrollment form to the Statewide Benefits Office by the 1st of the month preceding the coverage start date. | Submit your enrollment request to Securian within your 90-day initial eligibility period, you can select coverage of 1, 2 or 3 times base annual salary up to \$200,000 without providing proof of good health. You can also apply for 4, 5 or 6 times salary up to \$350,000 with proof of good health. Enroll via My.Delaware.gov. | Submit enrollment request at the ASIFlex Online Enrollment Site or through Single Sign-On via State My.Delaware.gov by the 15th to be effective for the next month. | Submit your enrollment request to Securian within your 90 days of becoming eligible for benefits. Enroll via My.Delaware.gov. | Enrollment is automatic for eligible employees hired into a position covered by the Delaware State Employees' Pension Plan on or after 1/1/06 when the employing organization completes data entry into PHRST or other state payroll system. |
| Qualifying Event Enrollment | Timely qualifying event changes are permitted throughout the plan year. | Timely qualifying event changes are permitted throughout the plan year. | Timely qualifying event changes are permitted throughout the plan year. | Timely qualifying event changes are permitted throughout the plan year. | Qualifying events are marriage, birth or adoption only. Timely qualifying event changes are permitted throughout the plan year if applied within 31 calendar days of the life event. Employees may also submit other requests to change plans throughout the plan year that may or may not require proof of good health. | N/A | Timely qualifying event changes are permitted throughout the plan year. | N/A |

* Medical includes Prescription Plan, EAP, Surgery Plus, Livongo Diabetes Monitoring